

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

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Deputy Director
Foreclosure Mediation

**Judicial Chambers Administrator
Position #COA1**

A Judicial Chambers Administrator (JCA) provides high-level legal, secretarial, and administrative support to a Court of Appeals Judge. A JCA works with considerable independence uses judgment and initiative to set priorities. This position is distinguished by the complexity of problems and issues which impact the Court of Appeals judge's area of responsibility, the consequences of errors associated with communications, actions, and decisions are critical. This position is responsible for significant legal review and editing and requires strong grammatical skills. The position also supervises and manages chambers personnel; types and edits opinions, agendas, and correspondence; creates and maintains administrative files; coordinates arrangements for meetings and travel; and answers or directs telephone inquiries, mail, and visitors to appropriate staff. Must have excellent organizational, written and oral communication skills, and ability to maintain effective work relations with various judges, court personnel, and the public. The JCA will be required to work occasional evenings and weekend hours. One position will be located within the Court of Appeals section in Carson City, Nevada, and two positions will be located in Las Vegas, Nevada.

Education and Experience: 5 years litigation experience, paralegal and/or college degree preferred. Strong grammatical skills are required and a working knowledge of the nature, function, duties, and responsibilities of an appellate court would be helpful. Possess superior computer skills including Microsoft Word, Excel, and Outlook. Legal research and editing skills required, including the ability to practically apply the contents of the accepted standard of citation from A Uniform System of Citation, also known as the Harvard Bluebook. Have strong administrative, organizational, and time management skills. Must be detail oriented with the ability to establish priorities and handle multiple time-sensitive projects and confidential matters with little supervision.

Salary Range: \$49,694 –\$74,082 DOE, employee/employer paid retirement.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, where the application may be completed online and then printed and mailed to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: judicialchambers@nvcourts.nv.gov
- via fax to: (775) 684-1777

This job announcement will remain posted until positions are filled. Applications will be reviewed as they are received.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.